

2017-18 NC Pre-K Plan Teacher Placement Process Instructional Manual

This manual provides instruction for the process to place instructional staff in both public and private sites/classrooms in the NC Pre-K Plan.

Teacher List Screen

After logging into the NC Pre-K Plan, click the **Teacher List** button to begin the teacher placement process.

This will take you to the Teacher List Screen.

Plan: test Onslow County Partnership for Children
User: Karl Konrad

Home NCPKKids System Messages Instructions Logoff

Plan Forms List

School Year: 2017-2018

| Select | Plan Name |
|-----------------------|---|
| <input type="radio"/> | test Alamance Partnership for Children |
| <input type="radio"/> | test Albemarle Alliance for Children and Families, Inc. |
| <input type="radio"/> | test Alexander County Partnership for Children |
| <input type="radio"/> | test Alleghany County Schools |
| <input type="radio"/> | test Alliance for Children |
| <input type="radio"/> | test Anson County Partnership for Children |
| <input type="radio"/> | test Ashe County School System |
| <input type="radio"/> | test Avery County Public Schools |
| <input type="radio"/> | test Beaufort/Hyde Partnership for Children |
| <input type="radio"/> | test Bertie County Schools |
| <input type="radio"/> | test Bladen County Schools |
| <input type="radio"/> | test Buncombe County Partnership for Children |

Change Request View Missing Fields **Teacher List** CR List Convert Print Menu

On the **Teacher List** screen, all **Active** teachers will be displayed who have previously been entered in the NC Pre-K Plan.

Plan: test Alamance Partnership for Children
Contract Number: 2615418
User: Karl Konrad
Edit Mode: Change Request
Fiscal Year: 2017-2018

Home NCPKKids System Messages Instructions Logoff

Committee Contract Info County Sites Classrooms **Teachers** Budget Instructions

Teacher List

Show Inactive: ☐

| Select | First Name | Last Name | Current Site | Current Classroom Code | Current Teacher Type | Current Reimbursement | Active | Incomplete | CRs |
|-----------------------|------------|-------------|------------------------|------------------------|----------------------|-----------------------|--------|------------|-----|
| <input type="radio"/> | Amy | Latta | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Angela | Corbett | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Angela | Jarrett | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Annette | Haithcox | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Armando | Garcia | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Ashley | Cox | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Atoya | Moser | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Barbara | Fargis | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Barbara | Short-Price | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Benita | Long | Not Currently Assigned | | | | Active | | |

Edit Place Teacher Previous Next

To include **Inactive teachers** in the list, click the box for **Show Inactive**. The inactive teachers will be highlighted in light orange.

NC Pre-K Prekindergarten Program

Plan: test Alamance Partnership for Children Edit Mode: Change Request
Contract Number: 2615418 User: Karl Konrad Fiscal Year: 2017-2018

Home NCPKKids System Messages Instructions Logoff

Committee Contract Info County Sites Classrooms **Teachers** Budget Instructions

Teacher List

Show Inactive: ☒

| Select | First Name | Last Name | Current Site | Current Classroom Code | Current Teacher Type | Current Reimbursement | Active | Incomplete | CRs |
|-----------------------|------------|-----------|------------------------|------------------------|----------------------|-----------------------|----------|------------|-----|
| <input type="radio"/> | Alexandra | Herron | | | | | Inactive | | |
| <input type="radio"/> | Alice | Barnes | | | | | Inactive | | |
| <input type="radio"/> | Alphie | Battle | | | | | Inactive | | |
| <input type="radio"/> | Amber | Taylor | | | | | Inactive | | |
| <input type="radio"/> | Amy | Latta | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Angela | Corbett | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Angela | Jarrett | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Anita | Gomez | | | | | Inactive | | |
| <input type="radio"/> | Anjeanette | Miles | | | | | Inactive | | |
| <input type="radio"/> | Annette | Haithcox | Not Currently Assigned | | | | Active | | |

Edit Place Teacher Previous Next

At the bottom of the **Teacher List** screen, you will see four buttons:

- **Edit** – click to edit information for the teacher’s demographics, classroom assignment, education, licensure and credentials
- **Place Teacher** – click to begin the process for placing teachers in the NC Pre-K sites/classrooms
- **Previous and Next** – click to move through the tabs at the top of the screen for Committee, Contract Info, County, Sites, Classrooms, Teachers and Budget

NC Pre-K Prekindergarten Program

Plan: test Beaufort/Hyde Partnership for Children Edit Mode: Change Request
Contract Number: 2633418 User: Karl Konrad Fiscal Year: 2017-2018

Home NCPKKids System Messages Instructions Logoff

Committee Contract Info County Sites Classrooms **Teachers** Budget Instructions

Teacher List

Show Inactive: ☐

| Select | First Name | Last Name | Current Site | Current Classroom Code | Current Teacher Type | Current Reimbursement | Active | Incomplete | CRs |
|-----------------------|------------|-----------|------------------------|------------------------|----------------------|-----------------------|--------|------------|-----|
| <input type="radio"/> | Adrian | Winters | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | April | Doane | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Charlotte | Ferrell | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Cindy | Jewell | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Danielle | Price | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Gladys | Winfield | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Mondragon | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Prevatt | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Rapoport | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Tuten | Not Currently Assigned | | | | Active | | |

Edit Place Teacher Previous Next

Starting the Teacher Placement Process

New Teacher:

To start the teacher placement process for a **New Teacher**:

- go to the **Teacher List** screen
- click the **Place Teacher** button without selecting a name

| Select | First Name | Last Name | Current Site | Current Classroom Code | Current Teacher Type | Current Reimbursement | Active | Incomplete | CRs |
|-----------------------|------------|-----------|------------------------|------------------------|----------------------|-----------------------|--------|------------|-----|
| <input type="radio"/> | Adrian | Winters | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | April | Doane | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Charlotte | Ferrell | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Cindy | Jewell | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Danielle | Price | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Gladys | Winfield | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Mondragon | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Prevatt | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Rapoport | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jennifer | Tuten | Not Currently Assigned | | | | Active | | |

On the **Place Teacher** screen, click the **New Teacher** button. The next step will be to enter the teacher's name, demographic information, teacher type, site and classroom with start/end dates.

NEW! New for 2017-18:

Fields have been added to enter the teacher's **Birthdate and WorkForce ID (WFID)**. These are not required fields and can be left blank.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

☒ --New Teacher-- ☐ Gladys Winfield ☐ Jennifer Williams ☐ Molly Cooper-Coggins ☐ Stephanie Fore
☐ Adrian Winters ☐ Jennifer Mondragon ☐ Laticia Carraway ☐ Patricia Shelton ☐ Tameka Smith
☐ April Doane ☐ Jennifer Prevatt ☐ Marie Hogans ☐ Rachita Grimes ☐ Teresa Clayton
☐ Charlotte Ferrell ☐ Jennifer Rapoport ☐ Martha Morales-Gonzalez ☐ Ramona Marley ☐ Teresa Flowers
☐ Cindy Jewell ☐ Jennifer Tuten ☐ Melissa Gurkins ☐ Sandra Askew ☐ Tereska Sims
☐ Danielle Price

Please enter the teacher's legal name.

First Name Middle Name Maiden Name Last Name

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: ☒ Hispanic ☐ Yes ☐ No

Teacher's Race
(Check at least one, and all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White / European American

Teacher Type:

Site:

Classroom:

Start Date: End Date:

Next STEP

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

Existing Teacher:


To start the teacher placement process for an existing, active teacher in a site/classroom:

- go the **Teacher List** screen
- select the radio button beside the teacher's name and click **Place Teacher**



Teacher List


Show Inactive: ☐



| Select | First Name | Last Name | Current Site | Current Classroom Code | Current Teacher Type | Current Reimbursement | Active | Incomplete | CRs |
|----------------------------------|------------|-----------|------------------------|------------------------|----------------------|-----------------------|--------|------------|-----|
| <input type="radio"/> | Angela | Johnson | Not Currently Assigned | | | | Active | | |
| <input checked="" type="radio"/> | Anitha | Revels | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Ashley | Huntley | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Bernice | Adams | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Chantell | Wall | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Dayna | Faw | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Etta | Call | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Evelyn | Covington | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jeanateer | Merritt | Not Currently Assigned | | | | Active | | |
| <input type="radio"/> | Jeannette | Smith | Not Currently Assigned | | | | Active | | |

Edit

Place Teacher



Previous


Next

On the **Place Teacher** screen, you will see the teacher's name and the site/classroom assignment from **prior year(s)**. The next step will be to enter the teacher type, site and classroom with start/end dates for the **current year**.




Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

- 
- ☐ --New Teacher--
 - ☐ Chantell Wall
 - ☐ Jeannette Smith
 - ☐ Margaret Goins
 - ☐ Robin Cason
 - ☐ Angela Johnson
 - ☐ Dayna Faw
 - ☐ Johnie Pettiford
 - ☐ Mary Lindsey
 - ☐ Sharon Sturdivant
 - ☒ Anitha Revels
 - ☐ Etta Call
 - ☐ Lillian Johnson
 - ☐ Monica Carnes
 - ☐ Tonya Davis
 - ☐ Ashley Huntley
 - ☐ Evelyn Covington
 - ☐ Lynnda Gatewood
 - ☐ Nicole David
 - ☐ Tracey Harrington
 - ☐ Bernice Adams
 - ☐ Jeanateer Merritt
 - ☐ Lyra Johnson

Place teacher: Anitha Revels

Prior Classes:



| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate |
|------------|--|-----------|--------------|------------|------------|-------------------------|
| Prior Year | Central Center for Children and Families | 05 | Lead | 01/03/2017 | 06/30/2017 | NC Pre-K Primary: \$600 |

Teacher Type:

--Select One--

Site:

--Select One--

Classroom:

Site has no active classrooms.

Start Date:

End Date:

Cancel

Next



Placing a Teacher in a Classroom

The [Next Step](#) to place either a new or existing teacher in a site/classroom is:

1. Select the teacher type (Lead, Assistant, Long-term Lead, Long-term Assistant)
2. Select the Site
3. Select the Classroom
4. Enter the start and end date (dates must be between 7/1/2017 and 6/30/2018)
5. Click Next



New for 2017-18:

The **End Date** for the classroom assignment now defaults to **6/30/2018**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

- ☐ --New Teacher--
- ☐ Chantell Wall
- ☐ Jeannette Smith
- ☐ Margaret Goins
- ☐ Robin Cason
- ☐ Angela Johnson
- ☐ Dayna Faw
- ☐ Johnnie Pettiford
- ☐ Mary Lindsey
- ☐ Sharon Sturdivant
- ☒ Anitha Revels
- ☐ Etta Call
- ☐ Lillian Johnson
- ☐ Monica Carnes
- ☐ Tonya Davis
- ☐ Ashley Huntley
- ☐ Evelyn Covington
- ☐ Lynnda Gatewood
- ☐ Nicole David
- ☐ Tracey Harrington
- ☐ Bernice Adams
- ☐ Jeanateer Merritt
- ☐ Lyra Johnson

Place teacher: Anitha Revels

| Prior Classes: | Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate |
|----------------|------------|--|-----------|--------------|------------|------------|-------------------------|
| | Prior Year | Central Center for Children and Families | 05 | Lead | 01/03/2017 | 06/30/2017 | NC Pre-K Primary: \$600 |

Teacher Type:

Site:

Classroom: Site has no active classrooms.

Start Date: End Date:



To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

Cancel

Next



Next

End Date now defaults to 6/30/2018

Lead Teacher – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Public School** site/classroom
- and the required education/licensure information has been entered
- the Lead Teacher will automatically be assigned to the site/classroom

You will not need to submit a change request.

Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

Teacher: April Doane

Please enter the teacher's legal name.

First Name: April

[Change Name](#)

Middle Name:

Maiden Name:

Last Name: Doane

Active: Active

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: Hispanic

☐ Yes ☒ No

Teacher's Race

(Check at least one, and all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

Education, License and Credentials are Editable

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | | |
|------------|----------------------|--------------------|--------------|------------|------------|--|----------------------|------------------------|
| Active | Northeast Elementary | 01 | Lead | 08/28/2017 | 06/30/2018 | NC Pre-K Primary: \$600 NC Pre-K Secondary: \$215 | Edit | Delete |
| Prior Year | Northeast Elementary | 01 | Lead | 08/01/2016 | 06/30/2017 | NC Pre-K Primary: \$600 NC Pre-K Secondary: \$215 | | |
| Prior Year | Northeast Elementary | 01 | Lead | 08/18/2015 | 06/09/2016 | NC Pre-K Primary: \$533 NC Pre-K Secondary: \$215 | | |

[New](#)

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|--------------|------------|----------|---------------|
| Lead | Public Sites | 10/07/2014 | | Automatic |
| Assistant | All Sites | 10/07/2014 | | Automatic |
| Long-term Substitute Assistant | All Sites | 10/07/2014 | | Automatic |
| Long-term Substitute Lead | All Sites | 10/07/2014 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | | |
|---------|---------------------------|--------------------|----------------------|-------------|-------------------|--------------------|----------------------|------------------------|
| BA / BS | Early Childhood Education | | Earned | 10/07/2014 | Yes | 2015-2016 : No | Edit | Delete |

[New](#)

Licensure

| License | Status | Effective Date | 6 Documented Hours | | |
|--------------------------------|--------|----------------|--------------------|----------------------|------------------------|
| B-K / Pre-K/K Standard Prof II | Holds | 10/07/2014 | | Edit | Delete |

[New](#)

When you **Click Next** from the **Place Teacher** screen:

- if the required information is not entered for a Lead Teacher being placed in a public school
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/licensure.

Teacher: Betsy Helms

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: ☒ Yes ☒ No

Teacher's Race

(Check at least one, and all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

☐ Yes ☐ No ☐ Working Toward ☒ NA

If yes, check all that apply:

☐ 2 Years of relevant ECE experience

☐ 6 ECE semester hours

Education, License and Credentials are Editable

Classroom Assignment

The Teacher is not approved to teach in a public site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|------------|-----------------------|-----------|--------------|------------|------------|---|------------------------|
| Pending | Elizabethtown Primary | ETP-1 | Lead | 08/28/2017 | 06/30/2018 | | Delete |
| Prior Year | Elizabethtown Primary | ETP-1 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | |
| Prior Year | Elizabethtown Primary | ETP-1 | Assistant | 08/01/2015 | 06/30/2016 | Teacher is an assistant, and is not reimbursed. | |



Teacher Qualification - One of the following criteria must be met:

Lead: A Lead teacher must have earned a BA/BS degree or higher, holds another license and working toward a BK or Pre-K/K Add-On license.

Lead: A Lead teacher must have earned a BA/BS degree or higher and holds a BK or Pre-K/K Add-On license.

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|------|------------|----------|---------------|
|--------------|------|------------|----------|---------------|

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|--|
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|--|

[New](#)

Enter Education information

Licensure

| License | Status | Effective Date | 6 Documented Hours | |
|---------|--------|----------------|--------------------|--|
|---------|--------|----------------|--------------------|--|

[New](#)

Enter License information

Once you enter the **required information** for Education and Licensure, the Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Betsy Helms

Please enter the teacher's legal name.

First Name:

[Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: ☐ Yes ☒ No

Teacher's Race

(Check at least one, and all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

☐ Yes ☐ No ☐ Working Toward ☒ NA

If yes, check all that apply:

☐ 2 Years of relevant ECE experience

☐ 6 ECE semester hours

[Education, License and Credentials are Editable](#)

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | | |
|------------|-----------------------|-----------------------|--------------|------------|------------|---|----------------------|------------------------|
| Active | Elizabethtown Primary | ETP-1 | Lead | 08/28/2017 | 06/30/2018 | NC Pre-K Primary: \$473 | Edit | Delete |
| Prior Year | Elizabethtown Primary | ETP-1 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | | |
| Prior Year | Elizabethtown Primary | ETP-1 | Assistant | 08/01/2015 | 06/30/2016 | Teacher is an assistant, and is not reimbursed. | | |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|--------------|------------|----------|---------------|
| Lead | Public Sites | 07/01/2017 | | Automatic |
| Assistant | All Sites | 05/15/2017 | | Automatic |
| Long-term Substitute Assistant | All Sites | 05/15/2017 | | Automatic |
| Long-term Substitute Lead | All Sites | 05/15/2017 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | | |
|---------|---------------------------|--------------------|----------------------|-------------|-------------------|----------------------------|----------------------|------------------------|
| BA / BS | Early Childhood Education | | Earned | 05/15/2017 | Yes | 2017-2018 : Not Applicable | Edit | Delete |

Licensure

| License | Status | Effective Date | 6 Documented Hours | | |
|-----------------------------|--------|----------------|-------------------------|----------------------|------------------------|
| NC Lateral Entry BK License | Holds | 07/01/2017 | 2017-2018 : In Progress | Edit | Delete |

Lead Teacher – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- and they were approved in the **Prior Year** based on holding either a **BK SP1 or SP2 License**
- the Lead Teacher will automatically be assigned to the site/classroom

You will not need to submit a change request.

Lead Teacher assignment to the private site/classroom is **Active** and process is **Complete**

Teacher: April Patterson

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: **Hispanic**

Teacher's Race (Check at least one, and all that apply)

☐ Yes ☒ No

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander


☒ White / European American

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD Unit? ☒ Yes ☐ No ☐ NA

If yes, date submitted to EESLPD:

Education, License and Credentials are Editable

Classroom Assignment



| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | | |
|------------|--------------|-----------|--------------|------------|------------|-------------------------|----------------------|------------------------|
| Active | SPECNINE INC | 04 | Lead | 08/15/2017 | 06/30/2018 | NC Pre-K Primary: \$650 | Edit | Delete |
| Prior Year | SPECNINE INC | 04 | Lead | 08/29/2016 | 05/31/2017 | NC Pre-K Primary: \$650 | | |
| Prior Year | SPECNINE INC | 04 | Lead | 08/01/2015 | 06/30/2016 | NC Pre-K Primary: \$650 | | |

[New](#)

Approved Teacher Types


| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|---------------|------------|------------|---------------|
| Lead | Public Sites | 07/23/2014 | | Automatic |
| Lead | SPECNINE INC | 08/01/2015 | 06/30/2016 | Override |
| Lead | Private Sites | 07/01/2016 | 06/30/2018 | Override |
| Lead | SPECNINE INC | 08/29/2016 | 05/31/2017 | Override |
| Lead | Private Sites | 07/01/2017 | 06/30/2018 | Override |
| Assistant | All Sites | 05/08/2010 | | Automatic |
| Long-term Substitute Assistant | All Sites | 05/08/2010 | | Automatic |
| Long-term Substitute Lead | All Sites | 05/08/2010 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | | |
|---------|---------------------------|--------------------|----------------------|-------------|-------------------|--|----------------------|------------------------|
| BA / BS | Early Childhood Education | | Earned | 05/08/2010 | Yes | 2016-2017 : Not Applicable 2015-2016 : No | Edit | Delete |

[New](#)

Licensure



| License | Status | Effective Date | 6 Documented Hours | | |
|------------------------------|--------|----------------|----------------------------|----------------------|------------------------|
| B-K /Pre-K/K Standard Prof I | Holds | 12/31/2015 | 2016-2017 : Not Applicable | Edit | Delete |
| NC Lateral Entry BK License | Holds | 07/23/2014 | 2015-2016 : Yes | Edit | Delete |

[New](#)

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- **but did not hold** either a **BK SP1 or SP2 License**
- the Lead Teacher will **not** be assigned to the private site/classroom as Active

You will need to submit a change request.

Teacher: Nicole Drayton

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race: ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White / European American

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD Unit? ☒ Yes ☐ No ☐ NA

If yes, date submitted to EESLPD:

Education, License and Credentials are Editable



Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate |
|------------|------------------------|-----------|---------------------------|------------|------------|-------------------------|
| Prior Year | Child Care Network #84 | 01 | Lead | 09/16/2016 | 05/31/2017 | NC Pre-K Primary: \$650 |
| Prior Year | Child Care Network #84 | 01 | Long-term Substitute Lead | 08/29/2016 | 09/15/2016 | NC Pre-K Primary: \$650 |

[New](#)

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|------------------------|------------|------------|---------------|
| Lead | Public Sites | 01/05/2015 | | Automatic |
| Lead | Child Care Network #84 | 09/16/2016 | 05/31/2017 | Override |
| Assistant | All Sites | 05/07/2011 | | Automatic |
| Long-term Substitute Assistant | All Sites | 05/07/2011 | | Automatic |
| Long-term Substitute Lead | All Sites | 05/07/2011 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|---------|---------------------------|--------------------|----------------------|-------------|-------------------|----------------------------|---|
| BA / BS | Early Childhood Education | | Earned | 05/07/2011 | | 2016-2017 : Not Applicable | Edit Delete |

[New](#)

Licensure

| License | Status | Effective Date | 6 Documented Hours | |
|-----------------------------|--------|----------------|----------------------------|---|
| NC Lateral Entry BK License | Holds | 01/05/2015 | 2016-2017 : Not Applicable | Edit Delete |

[New](#)



To submit a change request, on the **Place Teacher** screen you will enter the required information and **Click Next**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

- ☐ --New Teacher--
 ☐ B. Mello
 ☐ Debbie Schaefer
 ☐ LaTrice Robinson
 ☐ Rasheedah Owens
☐ Amber Greene
 ☐ Barbie Readshaw
 ☐ Dinah Wong
 ☐ Laura Baer
 ☐ Robin Smith
☐ Amy Latta-Spain
 ☐ Belinda Spivey
 ☐ Eboni King
 ☐ Nakita Johnson
 ☐ Shaniqua Wilson
☐ Anita Smith
 ☐ Brenda Carr
 ☐ Gloria Jenrette
 ☐ Natasha Miller
 ☐ Shonda Hooper
☐ Ann Craft
 ☐ Bridget Wilson
 ☐ Gregory Devon
 ☒ Nicole Drayton
 ☐ Sonya Ballard
☐ Anna Hill
 ☐ Carla Gregory
 ☐ Jacob Berachuk
 ☐ Nikki Christy
 ☐ Stephanie Ann

Place teacher: Nicole Drayton

| | Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate |
|----------------|------------|------------------------|-----------|---------------------------|------------|------------|-------------------------|
| Prior Classes: | Prior Year | Child Care Network #84 | 01 | Lead | 09/16/2016 | 05/31/2017 | NC Pre-K Primary: \$650 |
| | Prior Year | Child Care Network #84 | 01 | Long-term Substitute Lead | 08/29/2016 | 09/15/2016 | NC Pre-K Primary: \$650 |

Teacher Type:

Site:

Site Type: Private For-profit child care center

Classroom:

Start Date:

End Date:

Cancel

Next



When you click the **Next** button, the next screen will be the **Change Request** screen.

Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.

Add Additional Teacher Type

This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approve, then that teacher can be placed in any classroom for the duration of the change request.

A change request must be sent to the NC Pre-K State Office to approve the requested changes.

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

CR #1

Teacher Name: Nicole Drayton

Requested

Teacher Type:

Site:

Classroom:

Site Type: Private For-profit child care center

Start Date:

End Date:

☐ Checking this will update the teacher's current assignment within this classroom with the new dates and maximum rate in this change request.

Edit Teacher

Approved

Teacher Type:

Site:

Classroom: Site has no active classrooms.

Site Type:

☐ Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

☐ Checking this will update the teacher's current assignment within this classroom with the new dates and maximum rate in this change request.

New Comment:

Not Submitted

Comment History:



Save

Submit

Delete


Back

If the Lead Teacher being placed in a **Private** site/classroom is a **New Teacher**, you will need to submit a change request.

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

 ☒ --New Teacher-- ☐ Ellen Jennings ☐ Kimberly Moore ☐ Nola Jenkins ☐ Sharon Minton
☐ Angela Warren ☐ Jennifer Jordan ☐ Lauren Ipock ☐ Patricia Beavers ☐ Sheila Magyar
☐ Angelia Nobles ☐ Jillian O'Brien ☐ Letice Noble ☐ Peggy Evans ☐ Stephanie Poindexter
☐ Courtney Cartwright ☐ Joshua Fought ☐ Letitia Barrett ☐ Sandra Frazier ☐ Susan E. Smith
☐ Crystal Johnson ☐ Kathy Gillette ☐ Lisa Bradshaw ☐ Shannon Jones ☐ Tray Garris
☐ Danisha Santiago ☐ Kellia Seese ☐ Made Smith ☐ Sharone Kirby ☐ Woods Falcum

Please enter the teacher's legal name.

| | | | |
|------------------------------|---------------------------------|--------------------------------|---------------------------|
| First Name Abigail | Middle Name Elizabeth | Maiden Name Winthrop | Last Name Wales |
|------------------------------|---------------------------------|--------------------------------|---------------------------|

Birth date: 7/9/1998

WorkForce ID (WFID):

Teacher Ethnicity: Hispanic ☒ Yes ☐ No

Teacher's Race
(Check at least one, and all that apply)



☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ Native Hawaiian or Other Pacific Islander
☐ White / European American

Teacher Type: Lead

Site: Child Care Network #77 **Site Type:** Private For-profit child care center

Classroom: 1

Start Date: 8/15/17 **End Date:** 06/30/2018

  **Next**

When you click the **Next** button, the next screen will be the **Change Request** screen.

Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.

Add Additional Teacher Type

This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approve, then that teacher can be placed in any classroom for the duration of the change request.

A change request must be sent to the NC Pre-K State Office to approve the requested changes.

CR #1

Click the Save button to save the change request and comment, the Submit button to submit the change request, or the Back button to go back to the previous screen.

Requested

Teacher Type: Lead

Site: Child Care Network #77

Classroom: 1

Site Type: Private For-profit child care center


Start Date: 08/15/2017

End Date: 06/30/2018

☐ Checking this will update the teacher's current assignment within this classroom with the new dates and maximum rate in this change request.

New Comment:
Not Submitted

Comment History:



Save **Submit** **Delete** **Back**

Teacher Name: Abigail Wales

Approved

Teacher Type: --Select One--

Site: --Select One--

Classroom: Site has no active classrooms.

Site Type:

☐ Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

☐ Checking this will update the teacher's current assignment within this classroom with the new dates and maximum rate in this change request.

Edit Teacher

Existing Teacher Assistant – Public School and Private Sites:

When you choose an **Existing Teacher Assistant** from the **Place Teacher** screen and **Click Next** :

- if the Teacher Assistant is being placed in **either** a **Public School or Private** site/classroom
- and they were approved in the **Prior Year**
- the Teacher Assistant will automatically be assigned to the site/classroom

You will not need to submit a change request.

Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

Public School Site:

Teacher: Ashley Cox

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: Hispanic

Teacher's Race (Check at least one, and all that apply)

☐ Yes ☒ No

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?

☒ Yes ☐ No ☐ Working Toward ☐ NA

If yes, check all that apply:

☒ 2 Years of relevant ECE experience

☐ 6 ECE semester hours

[Education, License and Credentials are Editable](#)

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|------------|-------------------------|-----------|--------------|------------|------------|---|---|
| Active | South Graham Elementary | 01000430 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | Edit Delete |
| Prior Year | South Graham Elementary | 01000430 | Assistant | 07/17/2015 | 06/03/2016 | Teacher is an assistant, and is not reimbursed. | |

[New](#)

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|--------------|------------|----------|---------------|
| Assistant | All Sites | 08/13/2014 | | Automatic |
| Assistant | Public Sites | 07/01/2015 | | Automatic |
| Long-term Substitute Assistant | All Sites | 08/13/2014 | | Automatic |
| Long-term Substitute Lead | All Sites | 08/13/2014 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|----------|-------------------|--------------------|----------------------|-------------|-------------------|--------------------|---|
| AA / AAS | Child Development | | Earned | 08/13/2014 | Yes | 2015-2016 : No | Edit Delete |

[New](#)

Private Site:

Teacher: Benita Long

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: Hispanic

Teacher's Race (Check at least one, and all that apply)

☐ Yes ☒ No

☐ American Indian or Alaska Native

☐ Asian

☒ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White / European American

[Education, License and Credentials are Editable](#)

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|------------|--|------------|--------------|------------|------------|---|---|
| Active | Alamance Developmental Center-Lifespan Circle School | Lifespan 1 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | Edit Delete |
| Prior Year | Alamance Developmental Center-Lifespan Circle School | Lifespan 1 | Assistant | 08/18/2015 | 06/07/2016 | Teacher is an assistant, and is not reimbursed. | |

[New](#)

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|-----------|------------|----------|---------------|
| Assistant | All Sites | 08/07/2014 | | Automatic |
| Long-term Substitute Assistant | All Sites | 08/07/2014 | | Automatic |
| Long-term Substitute Lead | All Sites | 08/07/2014 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|----------|---------------------------|--------------------|----------------------|-------------|-------------------|--------------------|---|
| AA / AAS | Early Childhood Education | | Earned | 08/07/2014 | Yes | 2015-2016 : No | Edit Delete |

[New](#)

New Teacher Assistant – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Public School** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for NCLB exception/education/credentials.

Teacher: Alice Cooper

Please enter the teacher's legal name.
First Name: Alice
Middle Name:
Maiden Name:
Last Name: Cooper
Active: Active

Teacher Ethnicity: Hispanic
Teacher's Race (Check at least one, and all that apply):
☒ White / European American
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ American Indian or Alaska Native
☐ Asian
☐ Other

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?
☒ Yes ☐ No ☐ Working Toward ☐ NA
If yes, check all that apply:
☐ 2 Years of relevant ECE experience
☐ 6 ECE semester hours

Classroom Assignment
The Teacher is not approved to teach in a public site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|---------|-----------------------|-----------|--------------|------------|------------|---|--------|
| Pending | Grove Park Elementary | GP1 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|--------------|------------|----------|---------------|
| Assistant | Public Sites | 07/01/2016 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|-----|
| | | | | | | | New |

Licensure

| License Status | Effective Date | 6 Documented Hours | |
|----------------|----------------|--------------------|-----|
| | | | New |

Credentials

| Credential | Other Credential | Earned or Working On | Date Issued | 6 Documented Hours | |
|------------|------------------|----------------------|-------------|--------------------|-----|
| | | | | | New |

Teacher Qualification - One of the following criteria must be met:
Assistant: An Assistant Teacher in the public schools who meets the NCLB exception must have also completed at least 6 semester hours in early childhood education or have 2 years work experience in an early childhood setting.
Assistant: Assistant Teacher must be working towards or holds an AA degree in Early Childhood Education or Child Development.
Assistant: An Assistant Teacher must be working on or have earned a CDA credential.

Once you enter the **required information**, the Teacher Assistant assignment to the public school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Alice Cooper

Please enter the teacher's legal name.
First Name: Alice
Middle Name:
Maiden Name:
Last Name: Cooper
Active: Active

Teacher Ethnicity: Hispanic
Teacher's Race (Check at least one, and all that apply):
☒ White / European American
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ American Indian or Alaska Native
☐ Asian
☐ Other

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?
☒ Yes ☐ No ☐ Working Toward ☐ NA
If yes, check all that apply:
☐ 2 Years of relevant ECE experience
☒ 6 ECE semester hours

Classroom Assignment
Education, License and Credentials are Editable

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|--------|-----------------------|-----------|--------------|------------|------------|---|-------------|
| Active | Grove Park Elementary | GP1 | Assistant | 08/01/2016 | 06/30/2017 | Teacher is an assistant, and is not reimbursed. | Edit Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|--------------|------------|----------|---------------|
| Assistant | Public Sites | 07/01/2016 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|-----|
| | | | | | | | New |

Licensure

| License Status | Effective Date | 6 Documented Hours | |
|----------------|----------------|--------------------|-----|
| | | | New |

Credentials

| Credential | Other Credential | Earned or Working On | Date Issued | 6 Documented Hours | |
|------------|------------------|----------------------|-------------|--------------------|-----|
| | | | | | New |

New Teacher Assistant – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Private** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Alice Wonderland

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active: ☒ Active ☐

Teacher Ethnicity: Hispanic

☐ Yes ☒ No

Teacher's Race

(Check at least one, and all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

NOTE:

No option for NCLB Exception
This is a Private Site

Education, License and Credentials are Editable

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|---------|--------------------------------|-----------|--------------|------------|------------|---|------------------------|
| Pending | Care-O-World Enrichment Center | 01 | Assistant | 08/01/2016 | 06/15/2017 | Teacher is an assistant, and is not reimbursed. | Delete |



Teacher Qualification - One of the following criteria must be met:

Assistant: Assistant Teacher must be working towards or holds an AA degree in Early Childhood Education or Child Development.

Assistant: An Assistant Teacher must be working on or have earned a CDA credential.

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|-----------|------------|----------|---------------|
| Assistant | All Sites | 07/01/2016 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|---------------------|
| | | | | | | | New |

Licensure

| License | Status | Effective Date | 6 Documented Hours | |
|---------|--------|----------------|--------------------|---------------------|
| | | | | New |

Credentials

| Credential | Other Credential | Earned or Working On | Date Issued | 6 Documented Hours | |
|------------|------------------|----------------------|-------------|--------------------|---------------------|
| | | | | | New |

Enter Education Information

Once you enter the **required information** for Education, the Teacher Assistant assignment to the private school site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Alice Wonderland

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active: ☒ Active ☐

Teacher Ethnicity: Hispanic

☐ Yes ☒ No

Teacher's Race

(Check at least one, and all that apply)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White / European American

Education, License and Credentials are Editable

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|--------|--------------------------------|-----------|--------------|------------|------------|---|---|
| Active | Care-O-World Enrichment Center | 01 | Assistant | 08/01/2016 | 06/15/2017 | Teacher is an assistant, and is not reimbursed. | Edit Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|-----------|------------|----------|---------------|
| Assistant | All Sites | 07/01/2016 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|----------|---------------------------|--------------------|----------------------|-------------|-------------------|----------------------------|---|
| AA / AAS | Early Childhood Education | | Working On | | | 2016-2017 : Not Applicable | Edit Delete New |

Licensure

| License | Status | Effective Date | 6 Documented Hours | |
|---------|--------|----------------|--------------------|---------------------|
| | | | | New |


Credentials

| Credential | Other Credential | Earned or Working On | Date Issued | 6 Documented Hours | |
|------------|------------------|----------------------|-------------|--------------------|---------------------|
| | | | | | New |

Teacher Assistant – Convert To Change Request:

When you **Click Next** from the **Place Teacher** screen and the Teacher Assistant's education/credentials need to be reviewed by DCDEE, **you will need to submit a change request.**

Click the Convert To Change Request button.



Plan: test Beaufort/Hyde Partnership for Children
Contract Number: 2633417
User: Jeanne Barnes
Fiscal Year: 2016-2017

Edit Mode: Change Request

[Home](#) [NCPKKids](#) [Instructions](#) [Logoff](#)

[Committee](#) [Contract Info](#) [County](#) [Sites](#) [Classrooms](#) [Teachers](#) [Budget](#) [Instructions](#)

Teacher: Adrian Winters

Please enter the teacher's legal name.
First Name: [Change Name](#)
Middle Name:
Maiden Name:
Last Name:
Active:

Teacher Ethnicity: Hispanic
Teacher's Race
(Check at least one, and all that apply)
☐ Yes ☒ No
☐ American Indian or Alaska Native
☐ Asian
☒ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White / European American
For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?
☒ Yes ☐ No ☐ Working Toward ☐ NA
If yes, check all that apply:
☐ 2 Years of relevant ECE experience
☒ 6 ECE semester hours

[Education, License and Credentials are Editable](#)

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|------------|--------------------------------|-----------|--------------|------------|------------|---|------------------------|
| Pending | Care-O-World Enrichment Center | 03 | Assistant | 07/01/2016 | 07/02/2016 | Teacher is an assistant, and is not reimbursed. | Delete |
| Prior Year | Eastern Elementary | 04 | Assistant | 08/18/2015 | 06/09/2016 | Teacher is an assistant, and is not reimbursed. | |

[Convert To Change Request](#)

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|--------------|------------|----------|---------------|
| Assistant | Public Sites | 07/01/2016 | | Automatic |
| Long-term Substitute Assistant | All Sites | 10/07/2014 | | Automatic |
| Long-term Substitute Lead | All Sites | 10/07/2014 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | | |
|---------|------------|------------------------------|----------------------|-------------|-------------------|--|----------------------|------------------------|
| BA / BS | | Human Growth and Development | Earned | 10/07/2014 | Yes | 2016-2017 : Not Applicable 2015-2016 : No | Edit | Delete |

New

Degree is in Human Growth and Development. This individual's education needs to be verified by the Workforce Education Unit.

When you click the **Convert To Change Request** button, the next screen will allow you to create a change request. Choose **Verification By Workforce Education Unit** from the drop-down list.

Click the **Create Change Request** button.

Teacher: Adrian Winters

Please enter the teacher's legal name.

First Name:

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race: ☐ American Indian or Alaska Native
☐ Asian
☒ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White / European American

(Check at least one, and all that apply)

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception?
☒ Yes ☐ No ☐ Working Toward ☐ NA

If yes, check all that apply:
☐ 2 Years of relevant ECE experience
☒ 6 ECE semester hours

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|------------|--------------------------------|-----------|--------------|------------|------------|---|---------------------------------------|
| Pending | Care-O-World Enrichment Center | 03 | Assistant | 07/01/2016 | 07/02/2016 | Teacher is an assistant, and is not reimbursed. | <input type="button" value="Delete"/> |
| Prior Year | Eastern Elementary | 04 | Assistant | 08/18/2015 | 08/09/2016 | Teacher is an assistant, and is not reimbursed. | |

To send a classroom request to DCDEE for review, please select the reason before clicking the Create Change Request button.

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|--------------|------------|----------|---------------|
| Assistant | Public Sites | 07/01/2016 | | Automatic |
| Long-term Substitute Assistant | All Sites | 10/07/2014 | | Automatic |
| Long-term Substitute Lead | All Sites | 10/07/2014 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|---------|------------|------------------------------|----------------------|-------------|-------------------|--|---|
| BA / BS | | Human Growth and Development | Earned | 10/07/2014 | Yes | 2016-2017: Not Applicable 2015-2016: No | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

When you click the **Create Change Request** button, the next screen will be the **Change Request** screen.

When you click **Submit and Save** from this screen a change request will be created for DCDEE staff to review/approve.

Note: The system will generate an automatic comment for the change request explaining what needs to be reviewed by DCDEE staff.

Add Additional Teacher Type

This Change Request is to allow a teacher to act in an additional teaching capacity that was not automatically approved. If the new teacher type is approved, then that teacher can be placed in any classroom for the duration of the change request.

A change request has been sent to the NC Pre-K State Office to approve the requested changes. The current status is **Submitted**.

Click the Save button to save a change request comment, or the Back button to go back to the previous screen.

CR #6

Teacher Name: Adrian Winters

Requested

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

Start Date:

End Date:

Approved

Teacher Type:

Site:

Classroom:

Site Type: Private Non-profit child care center

☐ Allow teacher to be approved in other sites of this type for the entire school year

Start Date:

End Date:

New Comment:

Submitted

Comment History:

07/11/2016 12:19:25 PM System Update
 Deanne Barnes created a change request from a pending assignment because of: Verification by Workforce Education Unit

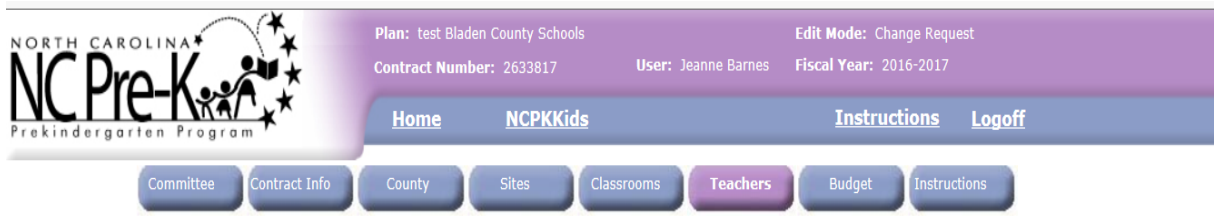
Attention!

Long-term Substitutes (Lead and Assistant):

Long-Term Substitute Teachers (Lead or Assistant) can be placed in a site/classroom for a maximum of 84 calendar days (12 weeks).

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

An **error message** will appear if you enter a start and end date that **exceeds 84 calendar days**.



The screenshot shows the top navigation bar of the NCPKKids application. On the left is the logo for "NORTH CAROLINA NC Pre-K Kindergarten Program". To the right, it displays "Plan: test Bladen County Schools", "Contract Number: 2633817", "User: Jeanne Barnes", and "Edit Mode: Change Request" with "Fiscal Year: 2016-2017". Below this is a navigation menu with buttons for "Home", "NCPKKids", "Instructions", and "Logoff". A secondary row of buttons includes "Committee", "Contract Info", "County", "Sites", "Classrooms", "Teachers" (which is highlighted), "Budget", and "Instructions".

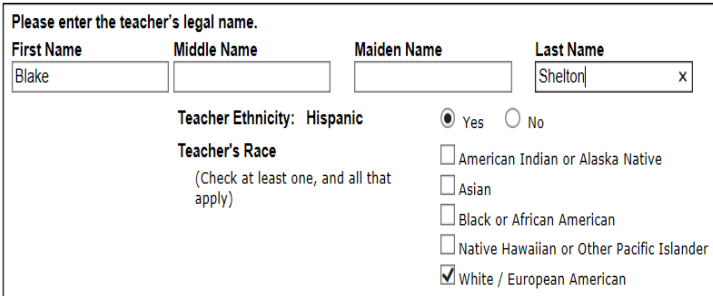
 You have requested that the teacher be placed for 92 calendar days. For a long term sub, the maximum allowed time in the classroom is 84 calendar days.

Place Teacher

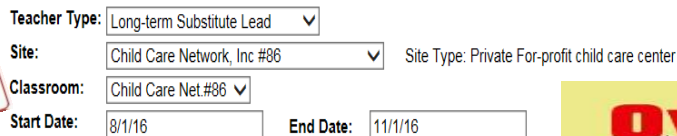
If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.



A scrollable list of teacher names with radio buttons next to each. The first option is "--New Teacher--". Other names include Christy Hales, Kathi Ward, Satella Washington, Tammy Jordan, Alfredia Bryant, Debbie Brisson, Kathryn King Edge, Sharon Fryar, Tonya Landreth, Betsy Helms, Jacqueline Johnson, Kelley Rachels, Stephanie Worley, Trema Hunt, Betty Wilds, Janice Monroe Robinson, Laurin McNeill, Susan Faulkner, Valerie Morris, Brenda McDowell, JANICE SMITH, Michelle Melvin, Tammy Jackson, and Viola Lennon Freeman. The list is partially obscured by a modal window.



A modal window titled "Please enter the teacher's legal name." It contains four text input fields: "First Name" (with "Blake" entered), "Middle Name", "Maiden Name", and "Last Name" (with "Shelton" entered and a clear 'x' button). Below these fields are checkboxes for "Teacher Ethnicity: Hispanic" (selected), "Teacher's Race" (with options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White / European American, which is checked).



Teacher Type: Long-term Substitute Lead
Site: Child Care Network, Inc #86 Site Type: Private For-profit child care center
Classroom: Child Care Net.#86
Start Date: 8/1/16 End Date: 11/1/16



Buttons for "Cancel" and "Next" (with a hand icon pointing to it). The word "Next" is also written in large blue text.



To send a classroom request to DCDEE for review, please select the reason before clicking the next button.



A dropdown menu with a downward arrow icon.

Long-term Substitute Lead:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Lead Teacher**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Blake Shelton

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race
(Check at least one, and all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White / European American

Education, License and Credentials are Editable

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|---------|-----------------------------|-------------------------------------|---------------------------|------------|------------|--------------|------------------------|
| Pending | Child Care Network, Inc #86 | Child Care Net. #86 | Long-term Substitute Lead | 08/01/2016 | 10/23/2016 | | Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------|------|------------|----------|---------------|
| | | | | |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|--------|------------|--------------------|----------------------|-------------|-------------------|--------------------|---------------------|
| | | | | | | | New |

Teacher Qualification - One of the following criteria must be met:

Long-term Substitute Lead: A Long-Term Sub Lead teacher must have earned a BA or higher degree in an ECE or ECE Related Field.

Long-term Substitute Lead: A Long-Term Sub Lead teacher must have earned an AA or higher degree in Child Development or Early Childhood Education.

Once you enter the **required information**, the Long-term Substitute Lead Teacher assignment to the site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Blake Shelton

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race
(Check at least one, and all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White / European American

Education, License and Credentials are Editable

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|--------|-----------------------------|-------------------------------------|---------------------------|------------|------------|-------------------------|---|
| Active | Child Care Network, Inc #86 | Child Care Net. #86 | Long-term Substitute Lead | 08/01/2016 | 10/23/2016 | NC Pre-K Primary: \$550 | Edit Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|-----------|------------|----------|---------------|
| Assistant | All Sites | 05/15/2015 | | Automatic |
| Long-term Substitute Assistant | All Sites | 05/15/2015 | | Automatic |
| Long-term Substitute Lead | All Sites | 05/15/2015 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|----------|---------------------------|--------------------|----------------------|-------------|-------------------|----------------------------|---|
| AA / AAS | Early Childhood Education | | Earned | 05/15/2015 | | 2016-2017 : Not Applicable | Edit Delete New |

Long-term Substitute Assistant:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Teacher Assistant**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Teacher: Burt Reynolds

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race (Check at least one, and all that apply)

☐ American Indian or Alaska Native

☒ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White / European American

Education, License and Credentials are Editable

Classroom Assignment

The Teacher is not approved to teach in a private site. Please enter required education, licensure and/or credentials.

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|---------|-----------------------------|-------------------------------------|--------------------------------|------------|------------|---|------------------------|
| Pending | Child Care Network, Inc #86 | Child Care Net. #86 | Long-term Substitute Assistant | 08/01/2016 | 10/23/2016 | Teacher is an assistant, and is not reimbursed. | Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|-----------|------------|----------|---------------|
| Long-term Substitute Assistant | All Sites | 06/15/2012 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|-------------------------|------------|--------------------|----------------------|-------------|-------------------|----------------------------|---|
| High School Diploma/GED | | | Earned | 06/15/2012 | | 2016-2017 : Not Applicable | Edit Delete |

Teacher Qualification - One of the following criteria must be met:

Long-term Substitute Assistant: A Long-Term Sub Assistant teacher must have at least a High School Diploma / GED.

Once you enter the **required information**, the Long-term Substitute Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.

Teacher: Burt Reynolds

Please enter the teacher's legal name.

First Name: [Change Name](#)

Middle Name:

Maiden Name:

Last Name:

Active:

Teacher Ethnicity: ☒ Yes ☐ No

Teacher's Race (Check at least one, and all that apply)

☐ American Indian or Alaska Native

☒ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White / European American

Education, License and Credentials are Editable

Classroom Assignment

| Status | Site | Classroom | Teacher Type | Entry Date | Exit Date | Maximum Rate | |
|--------|-----------------------------|-------------------------------------|--------------------------------|------------|------------|---|---|
| Active | Child Care Network, Inc #86 | Child Care Net. #86 | Long-term Substitute Assistant | 08/01/2016 | 10/23/2016 | Teacher is an assistant, and is not reimbursed. | Edit Delete |

Approved Teacher Types

| Teacher Type | Site | Start Date | End Date | Approval Type |
|--------------------------------|-----------|------------|----------|---------------|
| Long-term Substitute Assistant | All Sites | 06/15/2012 | | Automatic |

Education

| Degree | ECE Fields | ECE Related Fields | Earned or Working On | Date Earned | GPA 2.5 or Higher | 6 Documented Hours | |
|-------------------------|------------|--------------------|----------------------|-------------|-------------------|----------------------------|---|
| High School Diploma/GED | | | Earned | 06/15/2012 | | 2016-2017 : Not Applicable | Edit Delete |

Change Requests:

From the **Place Teacher** screen, you have the ability to create a **Change Request** by making a selection from the drop down list and clicking **Next**.

NORTH CAROLINA NC Pre-K Kindergarten Program

Plan: test Duplin County Schools Edit Mode: Change Request
Contract Number: 2653918 User: Jeanne Barnes Fiscal Year: 2017-2018

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Committee Contract Info County Sites Classrooms **Teachers** Budget Instructions

Place Teacher

If teacher placement is for a new teacher, select button for new teacher and enter teacher's first and last name.

| | | | | |
|--|--|--------------------------------------|---|--------------------------------------|
| <input type="radio"/> --New Teacher-- | <input type="radio"/> Delphine Reid | <input type="radio"/> Kelly King | <input type="radio"/> Penny Allen | <input type="radio"/> Tawanda Cyrus |
| <input type="radio"/> Aida Massey | <input type="radio"/> Emily Martin | <input type="radio"/> Kimberly Jones | <input type="radio"/> Puquita Outlaw | <input type="radio"/> Terri Gonzales |
| <input type="radio"/> Alicia Randolph | <input type="radio"/> Gwendolyn Hood | <input type="radio"/> Latisha Boney | <input type="radio"/> Rose Ingram | <input type="radio"/> Theresa Taylor |
| <input type="radio"/> Amanda Baker | <input type="radio"/> Helen Robinson | <input type="radio"/> Mary Artis | <input type="radio"/> Samantha Thompson | <input type="radio"/> Traci Parker |
| <input type="radio"/> Angelina Sebastian | <input type="radio"/> Ivelisse Henriquez | <input type="radio"/> Nancy Padilla | <input type="radio"/> Senora Lisane | <input type="radio"/> Tracy Fountain |
| <input type="radio"/> Bobbie Crady | <input type="radio"/> Jackie Eutrell | <input type="radio"/> Natalie Hall | <input type="radio"/> Sharon Stokes | <input type="radio"/> Vaden K... |

Teacher Type: --Select One--
Site: --Select One--
Classroom: Site has no active classrooms.
Start Date: End Date:

Cancel Next **Next**

To send a classroom request to DCDEE for review, please select the reason before clicking the next button.

- Change in Education / License
- Change in Payment Rate
- Verification by Workforce Education Unit
- NC Pre-K Staff Review

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Change Requests are used for the following reasons:

- Change in Education/License** – For example, a teacher held a NC Lateral Entry BK license and now holds a SP1 BK license.
- Change in Payment Rate** – For example, a teacher was at the \$600 payment rate but now should receive a \$650 payment rate due to receiving their SP1 BK license.
- Verification by Workforce Education Unit** – For Teacher Assistants in **Private Sites only**. You can also use the **Convert To Change Request** button.
- Review by NC Pre-K Staff** – For special circumstances that require you to submit a change request for NC Pre-K Staff to review/approve the teacher placement.